Employee Salary Projection Sample and Scenarios

1. Click on Spending & Collections and then click on Employee Salary Projection.

2. To the lower right of the Search line, click the New Projection button.

3. On the Employee Salary Projection page enter your data. All fields with asterisks require entries.

4. Scroll down to the Pay Period section of the page. In Pay Period 20 make entries for the Salary, Benefits, Accounting Code, and S&B Hours fields. The Comments field is optional.

5. Now click the Copy to Remaining Pay Periods button. The data you entered in Pay Period 20 should now be in all of the pay periods (scroll to the bottom to verify this).

6. Click the Save button (there is one at the top of the page and at the bottom, either will suffice).

7. You should now be back at the Employee Salary Projection List. Using the Search line, enter the Fiscal Year, Last Name, and Job Title and click the Search button to find yourself. You can conduct a search using only one of the search criteria; however, the results may not be as defined. Once you have located your entry, click the Edit icon.

8. You have decided to leave your job in Pay Period 8. So, in Pay Period 8, in the Comments field, write that this is your last pay period. In Pay Period 9 delete all existing data and then click the Copy to Remaining Pay Periods button. All Pay Periods, including and after Pay Period 9, should now be empty.

9. You have now decided to return to USDA. You return in Pay Period 9. You also receive a WIG in Pay Period 9 as well as a promotion in Pay Period 15.

10. In Pay Period 9 enter your new Salary, given the WIG, Benefits, Accounting Code, and S&B Hours. In the Comments field you can enter WIG increase (or words to that effect). Then click the Copy to Remaining Pay Periods button.

11. Scroll down to Pay Period 15 and give yourself a promotion. You will need to change the Salary and Benefits fields as well as the Comments field to reflect the change. Then click the Copy to Remaining Pay Periods button. Click the Save button.

12. Now change your vacancy to a new position, filling it at the pay period that was vacant, which would be Pay Period 15.

13. Click the New Projection button.

14. Enter all of the information available regarding the new position, and then scroll down to Pay Period 15.

15. In Pay Period 15 enter the Salary, Benefits, Accounting Code, and S&B Hours as well as any comments if you wish. Then click the Copy to Remaining Pay Periods button and the Save button.